

## CHAPTER 2

### OPERATION AND RESOURCE MANAGEMENT

#### 2-1. General

a. Motor vehicle resources shall be organized and managed to ensure optimum responsiveness, efficiency, and economy in support of the DoD mission. The vehicle selected for an individual task shall be the one best suited by virtue of size, configuration, and economy of operation.

b. Commercial design motor vehicles shall be used to the maximum extent to meet general transportation requirements.

c. Official business shall be effected by mail, electronic mail, telephone, or other telecommunications means whenever practicable, to minimize the use of DoD motor vehicles.

#### 2-2. Elements of Motor Vehicle Management

a. Differences in the missions of the DoD Components, and the geographic layout and location of installations and facilities prevent complete uniformity in operating procedures. Listed below are the essential elements of operation and resource management that are applicable to all DoD Components that control and operate motor vehicles:

(1) Consistent with mission application, provide for the pooling of **nontactical** vehicles.

(2) Establish procedures for the assignment and use of vehicles.

(3) Establish a central dispatch point for control.

(4) Be flexible to meet changing requirements.

(5) Provide for the most economical use of manpower and equipment.

(6) Provide for the collection of operating data as a basis for inventory and/or allowance actions and cost and/or utilization reporting.

(7) Provide for the licensing and training of personnel.

(8) Ensure the safety, security, and proper use of equipment.

(9) Provide for the rotation of vehicles, where practical and economical, to equalize equipment usage.

(10) Authorize the **long-** and short-term leasing of **nontactical** vehicles, where economical and practical.

b. Pooling. Pooling is a management tool to help ensure the highest effective level of use for DoD motor vehicles. Vehicles shall not be assigned exclusively to any one official or employee, unless the Head of the DoD Component concerned determines that such **assignment is essential to** the accomplishment of

the Component's mission. Additionally, within the NCR, there shall be no individually assigned vehicles with chauffeurs, except for those specifically assigned to officials identified in Appendix A.

c. Assignment. After pooling of resources and the establishment of **administrative** control under dispatching authority, effective management requires further evaluation of available vehicle assets against mission requirements. This evaluation will usually indicate that many requirements can be supported by dispatching vehicles for short periods of time, including taxi-type vehicles or vehicles driven by users. The determination of justifiable requirements for all **types** of vehicle service and the proper assignment of the DoD, General Services Administration (GSA), or commercially-leased contract motor vehicles shall be based on the following categories:

(1) Class A-Continuing Assignments. Personnel authorized Class A assignments shall not use such vehicles for other than the actual performance of official duties, nor shall such vehicles be reassigned to personnel not authorized or qualified to use them. The two types of Class A assignment are as follows:

(a) Continuing dispatch of passenger carrying vehicles to those positions authorized full-time assignment by the Secretary of Defense. (see Chapter 3, paragraphs 3-1.c. and d.)

(b) Continuing dispatch of passenger-carrying vehicles on the basis of responsibility inherent in the position where the Head (Secretariat) of the DoD Component concerned, or designee, has determined that the **immediate** availability of transportation is absolutely essential to the accomplishment of the Component's missions.

(2) Class B-Recurring Dispatch. Generally, the requirements for recurring dispatch relate to activities and functions that by their nature require the use of a vehicle or vehicles on a daily recurring basis for the efficient and orderly conduct of official business. Vehicles assigned in this category shall not be assigned for purposes of convenience or to avoid the use of pool vehicles (Class C assignment). Installation documentation for Class B dispatches shall contain specific rationale for the vehicle and identify why scheduled bus, taxi systems, or Class C vehicles will not satisfy the requirement.

(3) Class C-Pool Vehicles. All DoD motor vehicle resources not covered under Class A and B assignments in subparagraphs 2-2.c. (1) and (2), above, shall be pooled for performance of services on an on-call basis, and to provide resources for operation of scheduled services. This portion of the motor **pool** resources is normally expected to handle the bulk of administrative vehicle requirements.

(a) On-Call Dispatches. On-call dispatch is for those services that can be performed **by** the dispatch of a vehicle for short periods of time. This includes the dispatch of a pool taxi vehicle. This type of service must respond to transportation requirements of an intermittent nature and can consist of radio dispatch vehicles.

(b) Scheduled Service. Requirements for this type of service are usually for passenger and/or cargo services between offices and operational sites

and satellite activities of an installation. These services may be inter-activity or **intra-activity** services depending on the geographic layout of an installation and local area. Scheduled activity bus service may be supplied with bus equipment of the DoD Components, or, when local conditions permit and it is more economical to do so, by contract with commercial carriers. Scheduled bus or passenger carrying service or continuous heavy cargo hauling will not be in competition with **commercial** transportation services. (See Chapter 5.)

(c) U-Drive-It Service. Vehicles in this category are pool vehicles, normally passenger and light cargo **types**, made available to using organizations and activities of the installation for temporary support of official-use functions and operated by personnel assigned to the using agency. Dispatch periods range from single trips of short **duration** to trips associated with the travel portion of temporary duty. U-Drive-It services may also be used to meet peak workloads and one-time requirements of a single nature, or to provide vehicles of a particular type or design.

(4) Permissible Operating Distance (POD). Since it is usually more economical to use the services of commercial carriers for the transportation of personnel and cargo to destinations outside the immediate areas of the activities, a one-way distance of 100 miles has been selected as a guide upon which to base permissible operating distance for motor vehicles. The POD established for an activity should be sufficient to support normal operations. Based on installation experience, a POD will be established that will adequately support motor vehicle transportation requirements; however, the POD should not normally exceed the distance identified above.

(5) Parking or Garaging of Vehicles. As a general rule, DoD motor vehicles shall not be parked or garaged outside the confines of the installation where assigned and shall not be parked in quarters areas or at the domicile of the user. Auxiliary parking areas will not be established adjacent to dormitories or housing areas permitting circumvention of the public law which prohibits Government furnished domicile-to-duty transportation. When, in the performance of a mission, such vehicles are authorized by competent authority to be parked or garaged in areas away from the parent installation, parking facilities of other DoD installations or Federal, State, or local government property **shall** be used to the fullest extent feasible. Where such facilities are not available, commercial parking facilities may be used, when so authorized, and where the safety and security of the vehicle can be assured.

## 2-3. Other Sources of Motor Vehicles

a. Motor vehicles may be leased from commercial sources and/or other Government agencies as provided in Chapter 3.

b. The motor vehicle facilities and services of other Government Agencies, Federal, State, and local, shall be used to the maximum extent possible, consistent with mission **requirements**, whenever their use will contribute to more

efficient and effective operations and suitable arrangements for such use, to include reimbursement, can be made. Such arrangements shall also provide for emergency road service within the capability of the facility.

c. Under **E.O. 10579** (reference (h)), the Administrator of GSA is responsible for establishing and providing for the operation of interagency motor pools and systems. The DoD Components shall cooperate with the GSA as it exercises its interagency motor pool responsibilities (see Chapter 3, section 3-10) .

#### 2-4. Use of DoD Motor Vehicles by Other Federal Agencies

a. DoD motor vehicles may be furnished for short periods of time to other Federal Agencies when the DoD mission will not be degraded and the reason is one of the following:

- (1) An emergency, lifesaving situation,
- (2) Specifically authorized by statute,
- (3) Direct support of the defense mission, or

(4) Determined by the Head of an Executive Department or independent establishment of the government to be in the national interest. In the last case, the determination must include a statement that commercial transportation is not capable of satisfying the movement requirement. Reimbursement shall be computed to recover the total cost incurred by the DoD Component, in accordance with DoD 7220.9-M (reference (i)) .

b. Arrangements for providing DoD motor vehicles to other government agencies or other DoD Components shall be made in accordance with the Defense Retail **Interservice** Support (**DRIS**) Program as established by DoD Instruction 4000.19 (reference (j)).

2-5. Official Use of Vehicles. The use of all DoD motor vehicles, including those leased, using DoD funds, from other government agencies or commercial sources, shall be restricted to official purposes only. Federal Property Management Regulations (**FPMR**), Section 101-6.402, (reference (k)) provides that each Federal agency shall ensure that Government carriers are used for official purposes only; e.g., to further the mission of the agency. When questions arise about the official use of a motor vehicle, they shall be resolved in favor of strict compliance with statutory provisions and the policy section of this Regulation.

a. The determination as to whether a particular use is **for** official purposes is a matter of administrative discretion to be exercised within applicable law and regulations. In making such a determination, consideration shall be given to all pertinent factors, including whether the transportation is the following: -

- (1) Essential to the successful completion of a DoD function, activity, or operation, and
- (2) Consistent with the purpose for which the motor vehicle was acquired.

b. The use of DoD motor vehicles shall not be authorized for transporting DoD or other personnel over all or any part of the route between their domiciles and places of employment except as authorized in paragraph 2-5.d. below, and in Chapters 4 and 5.

c. Unless authorized under Chapter 5, transportation to, from, or between locations shall not be provided by the **DoD** for the purpose of conducting personal business or engaging in other activities of a personal nature by military or civilian personnel, members of their families, or others.

d. **Temporary Duty**

(1) Transportation may be provided between-lodgings and duty stations for personnel on temporary duty when public or commercial facilities are inadequate or nonexistent. The temporary duty status of an individual does not necessarily justify the use of a DoD motor vehicle. Use of DoD motor vehicles shall always be predicated on need, distance involved, and other **conditions** that justify their use. When an adequate DoD or commercial bus system is available, the use of any individual motor vehicle or commercial rental car is prohibited.

(2) When a DoD-owned or -leased vehicle is authorized for use while on temporary duty, the vehicle shall be operated between places where the person's presence is required for official business, or between such places and temporary lodgings. When public transportation is not available or its use is impractical, the use of DoD-owned or -leased vehicles is authorized between places of business or lodging and eating establishments, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the comfort or health of the member, and which foster the continued efficient performance of government business (Joint Travel Regulations, Volume I, paragraph u3200, and Joint Travel Regulations, Volume II, paragraph C2050. (reference (1) and (m))). Using either a DoD-owned or -leased vehicle for transportation to or from entertainment or recreational facilities is prohibited.

e. Transportation support of groups may be provided for authorized activities such as installation sponsored athletic teams, **MWR**, and Chaplain's programs when it has been determined by the installation commander that failure to provide such service would have an adverse effect on morale. (See Chapter 5.)

f. Transportation may be provided for military and civilian personnel officially participating in public ceremonies, military field demonstrations, and parades directly related to official activities.

g. The spouse of a government employee may be transported in a DoD motor vehicle only when:

(1) Accompanying the military member or civilian employee in the government vehicle, the use of which has already been authorized to accomplish official business, and there is space available. Such transportation can be provided only at no additional cost to the government. The size of the vehicle authorized must **be** no larger than that required for the performance of the official business.

(2) Proceeding independently to or from an official function when the spouse's presence at the function is in the best interest of the government and circumstances have made it impractical or impossible for the official to

accompany the spouse en route, however this authority applies only to the spouse of an employee who is authorized to receive domicile-to duty transportation or,

(3) Such transportation is required for reasons of security. Spouses are not considered representatives of the United States.

h. Transportation may be provided to support DoD Family Advocacy Programs in accordance with instructions established by the DoD Components.

i. Prospective military recruits may be provided transportation in connection with interviewing, processing, and orientation.

j. Transportation by a DoD motor vehicle shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.

k. Radio-equipped, emergency configured vehicles may be provided on a 24-hour-a-day basis to commanders residing on the installation, who are charged by the Head of the Military Department concerned, or the Chairman of the Joint Chiefs of Staff with the overall responsibility for security or operational function of an installation or major military organization, and who cannot adequately discharge this responsibility without a 24-hour mobility and **communication** capability. Such use must be individually approved by the Chairman of the Joint Chiefs of Staff, Head of the Military Department or his/her designee, or Unified or Specified Commanders, and must comply with the criteria in the checklist at Appendix C. This authority cannot be delegated lower than Corps Commander or equivalent, and must be in writing. In case of leave or extended absence from the duty station, the commander shall pass the specially equipped vehicle to the individual assuming the responsibility.

1. Staff members of Categories A, B, and C, MWR activities, as outlined in DoD Directive 1015.6 (reference (n)), engaged in direct administrative support of those activities, may be provided transportation services.

2-6. Local Commander Responsibility. In exercising management over motor vehicles at installation and activity levels, heads of installations and/or activities **shall**:

a. Establish local procedures for assignment and use of vehicles in conformance with the policies of this Regulation.

b. Ensure that operational procedures are flexible to meet changing requirements.

c. Establish local procedures for the most economical use of manpower and equipment.

d. Ensure the collection of accurate utilization and operational performance data **as a basis** for inventory and/or allowance actions and reporting of cost and performance data. Existing DoD standard data elements will be used for all reporting requirements in accordance with the policies of DoD Directive 8320.1 (reference (o)).

e. Provide and ensure proper training of personnel.

f. Ensure the safety, security, and proper care and use of vehicles and equipment.

g. Provide for rotation of vehicles, where practical and economical, to equalize the equipment usage and to assure attainment of life-cycle utilization goals within the vehicle life expectancy.

h. Provide scheduled bus service between activities when required to meet official duty needs of the installation or activity.

i. Ensure that vehicles are operated in accordance with State and local traffic safety regulations concerned, and applicable Federal Highway Administration Regulations.

j. Establish, in accordance with Component vehicle maintenance programs, local procedures to ensure vehicles are operated in a safe and serviceable condition.

k. Ensure that vehicle authorizations are deleted and assets removed from functions not meeting established utilization standards.

2-7. Motor Vehicle Operator Responsibility. In operating any DoD motor vehicle, operators shall:

a. Operate DoD motor vehicles for official use only.

b. Comply with this Regulation and any other applicable regulations including Federal, State, and local laws pertaining to the proper safe and efficient operation of DoD vehicles (see chapter 9) .

c. Report traffic violations, accidents, or damage occurring while having custody of, or when operating a DoD vehicle.

d. Perform operator maintenance and submit documents incident to motor vehicle operation as required by the vehicle issuing authority.

e. Report suspension or revocation of their State motor vehicle operator license as required by the vehicle issuing authority.

f. Report any change in personal physical condition which may adversely affect their ability to operate a DoD motor vehicle.

g. Utilize self-service pumps and service stations that accept SF 149 "Government National Credit Card" when purchasing the most cost-effective fuel for DoD motor vehicles.

2-8. Determining the Method for Transporting Personnel. When it has been determined that motor vehicle transportation is essential to the performance of official business, the following methods shall be considered in the order shown,

to the extent they are available and capable of meeting mission requirements:

- a. DoD-scheduled bus service.
- b. Scheduled public transportation.
- c. DoD motor vehicles
- d. Voluntary use of privately-owned motor vehicle on a reimbursable basis.
- e. Taxicab, on a reimbursable basis.

2-9. Utilization Goals. Utilization goals are established as management indicators to measure the average annual use for a particular type of motor vehicle on an installation. (See Table 1, Annual Utilization Standards.) Specific annual utilization goals shall be set by the DoD Components; however, they must meet or exceed the minimum goals as established in 41 CFR 101 (reference (p)), and Motor Vehicle Life Expectancy Years and Miles. (see Table 2.) Each Component will use utilization goals in conjunction with the following parameters to manage their motor vehicle assets at installation level:

a. There will be cases where the mileage achieved on a particular asset does not meet the established annual utilization goals; however, the average mileage on all motor vehicles of that type on an installation should meet or exceed the annual utilization goal. Selective management should include annual review of exception vehicles that deviate significantly from annual utilization goals. Rotation (mission reassignment) should be considered for any vehicle not achieving or greatly exceeding the goal. Rotation should be done at least once during the vehicle's programmed life to ensure that the replacement goal is achieved by the time it is eligible for replacement. This policy does not apply to GSA Interagency Fleet Management System (IFMS) vehicles.

b. Other annual utilization goals (such as passengers or tonnage carried, or hours used) should be established if mileage is not an accurate measurement of the need for a particular vehicle. The mileage achieved by this motor vehicle shall not be used as part of the installation's average annual utilization goal for that type of vehicle. In all cases, a document shall be retained on file to reflect the specific utilization goals that have been established for each motor vehicle.

c. Utilization goals shall apply to all **nontactical** motor vehicles.

d. Motor vehicle utilization goals shall be reviewed at least annually to ensure that effective asset employment is being achieved.

e. During any process to either initially establish or to review a standard, careful attention must be taken to ensure that a thorough analysis is given to the many factors that constitute a meaningful utilization goal. In conducting such analysis, the following factors should be considered:

(1) How valid is the data being used to establish or evaluate the goal? Does the data properly reflect the operational environment, workload fluctuations, and fuel conservation programs?



(2) Have all alternative transportation methods been sufficiently considered? Can the vehicle requirements for which the goal is being evaluated be consolidated with other established Class B dispatches to provide the necessary service?

(3) What local management actions have been taken to meet the established goal? Should the local management emphasis be intensified or should the goal be revised to more accurately reflect the mission being supported?

2-10. Utilization Record. **DD Form** 1970, "Motor Equipment Utilization Record" (Figure 2-1), shall be employed as the basic source for information concerning the use of motor vehicles and shall be prepared in accordance with instructions on the back of the form. DoD Components using auto-hated motor vehicle utilization data gathering systems instead of **DD Form** 1970 shall establish operating procedures to ensure the collection of the same information.

2-11. Incidental Use of Motor Vehicles. Section 503 of Pub. L. **No.** 101-194 (1989) (reference (q)) provides that the Head of each Department, **Agency**, or other entity or his or her designee of the government may prescribe by rule, appropriate conditions for the incidental use, for other than "official" business, of vehicles owned by, or leased by the government. This authority will be used only when such transportation is clearly in the interest of DoD. The use of a government-owned or -leased vehicles by DoD employees to obtain a commercial drivers license required by **FHWA-MC-89-051** for employment is authorized. All other authorizations must be approved by the **DUSD**, Logistics or his designee.

TABLE 1

Annual Utilization Goals

<u>Vehicle Classification</u>	<u>Pounds GVWR Weight Range</u>	<u>Type</u>	<u>Mileage Standards</u>
Sedan	N/A	All	<b>10,000</b>
Sedan, Modified	N/A	All	10,000
Station Wagon	N/A	All	10,000
Bus, Body on Chassis, to 37 PAX	N/A	All	9,000
Bus, Body on Chassis, over 37 PAX	N/A	All	15,000
Bus, Integral	N/A	All	25,000
Truck, 1/4 - 3/4 Ton	Under 7,000	All	9,000
Truck and Truck Tractor, 1 and 2 Ton	7,000 thru 18,999	All	12,000
Truck and Truck Tractor, 2-1/2 thru 4 Ton	19,000 thru 23,999	All	10,000
Truck and Truck Tractor, 5 thru 10 Ton	24,000 thru 39,999	All	10,000
Truck and Truck Tractor, 11 Ton and Over	40,000 and Up	All	25,000
Motorcycle	N/A	All	3,000
Scooter, 3- or 4-Wheel	N/A	Gasoline	2,400

Figure 2-1. DD Form 1970, "Motor Equipment Utilization Record"

MOTOR EQUIPMENT UTILIZATION RECORD							
DATE (YYMMDD)		TYPE OF EQUIPMENT		REGISTRATION NO./SERIAL NO.		ADMINISTRATION NO.	
940712		Sedan		XK1FX8747H17		G425679	
ORGANIZATION NAME		ACTION	TIME	MILES	HOURS	FUEL	OIL
DPA - mmAT							
1ST OPERATOR (Last Name, First, M.I.)		IN	1330	14825		REPORT TO (Last Name, First, M.I.)	
Gertiser Paul A.		OUT	0730	14656		Smith, Karen L	
OPERATOR'S SIGNATURE		TOTAL	6	169		DISPATCHER'S SIGNATURE	
Paul A. Gertiser						J. Webb	
2D OPERATOR (Last Name, First, M.I.)		IN				REPORT TO (Last Name, First, M.I.)	
		OUT				DISPATCHER'S SIGNATURE	
OPERATOR'S SIGNATURE		TOTAL					
3D OPERATOR (Last Name, First, M.I.)		IN				REPORT TO (Last Name, First, M.I.)	
		OUT				DISPATCHER'S SIGNATURE	
OPERATOR'S SIGNATURE		TOTAL					
4TH OPERATOR (Last Name, First, M.I.)		IN				REPORT TO (Last Name, First, M.I.)	
		OUT				DISPATCHER'S SIGNATURE	
OPERATOR'S SIGNATURE		TOTAL					
DESTINATION		TIME		RELEASED BY (Signature)		REMARKS	
		ARRIVE	DEPART				
FROM							
1. Cameron Station		N/A	0730				
TO							
2. Pentagon		0755	0830				
TO							
3. Richmond VA		1330	N/A	K. L. Smith			
TO							
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Figure 2-1. DD Form 1970, "Motor Equipment Utilization Record," continued

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TO 21.				
TO 22.				
TO 23.				
TO 24.				
TO 25.				
TO 26.				
TO 27.				
TO 28.				
TO 29.				

INSTRUCTIONS

\*1. *Date.* Enter the calendar date the equipment is to be used.

2. *Type of Equipment.* Enter the type of equipment as designated in the equipment log.

3. *Registration Number or Serial Number.* Enter the equipment registration number or serial number.

4. *Administration Number.* Enter the unit bumper or administrative number.

5. *Organization Name.* Enter the organization to which the equipment is assigned.

6. *Operator.* Enter the name of the equipment operator.

7. *Operator's Signature.* The equipment operator (item 6) will enter signature immediately upon receipt of equipment.

8. *Time.* Indicate time to the nearest 5 minutes using the 24-hour clock.

a. *In.* Enter time equipment was returned from dispatch or use.

b. *Out.* Enter the time the equipment was released for operation by the dispatcher.

c. *Total.* Enter total time the equipment was in the possession of the operator. Time is obtained by subtracting the time listed in "Out" line from that listed on the "In" line.

\*9. *Miles.* Will be recorded to the nearest whole mile.

a. *In.* The operator will enter the mileage reading when the equipment is returned. If odometer is inoperative, enter estimated mileage.

b. *Out.* The dispatcher will enter the mileage reading at the time of dispatch.

c. *Total.* Enter the difference between the "Out" and "In" mileage.

10. *Hours.* Will be recorded to the nearest whole hour. On those items which require servicing on an hourly basis and are not equipped with an hour meter, enter the estimated hours of operation.

a. *In.* The operator will enter the hour meter reading upon completion of the equipment usage.

b. *Out.* The dispatcher will enter the hour meter reading prior to equipment release.

c. *Total.* Enter the total hours dispatched for operation.

11. *Fuel/Oil.* Enter the amount of fuel (gallons) and/or oil (quarts) obtained for the equipment.

\*12. *Report To.* Enter the name of the individual to whom the operator is to report.

13. *Dispatcher's Signature.* Self-explanatory

14. *Destination.* Indicate each location at which a trip begins and ends. Normally this starts from the equipment pool ("From-Line") and ends at the same place after one or more intervening destinations.

\*15. *Time.* All time will be recorded using the 24-hour clock, rounded off to the nearest 5 minutes.

a. *Arrive.* Enter the arrival time at each destination.

b. *Depart.* Enter the departure time from the motor pool and each succeeding location.

16. *Released By.* The person in charge of equipment on dispatch will release by signing on the line indicating the destination where the equipment was released to the operator. Upon termination of equipment used but not moved, the person in charge will release the equipment by signing in the top block of this column.

17. *Remarks.* The remarks column will be used by the operator to record unusual operation or abnormal occurrences during operation, or other information as directed.

\*Items marked with an asterisk (\*) have been registered in the DOD Data Element Program.

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